

Figure 5-2. Memo Regarding Recording and Tracking of En Route Inspections.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

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Subject: Recording and Tracking of En route Inspections

Date: 12/20/99

From: Manager, ATOS CMO

To: Office Managers

The purpose of this memorandum is to clarify the recording and tracking of en route inspections by aviation safety inspectors assigned to Phase 1 ATOS Certificate Management Teams. FAA Order 8400.10 CHG 12 Appendix 6. Air Transportation Oversight System states on page 6-34, paragraph 3 that "En routes conducted by CMT members that do not include the accomplishment of one or more inspection activities of an SAI or EPI for their assigned air carrier are not reported in the ATOS Data Repository. These en routes shall be reported in PTRS, using the appropriate activity code for an en route inspection. En route inspections conducted by other than CMT members shall be reported in PTRS using the appropriate activity code." This policy is still applicable.

En routes conducted by CMT members that include the accomplishment of one or more inspection activities of an assigned EPI shall be recorded in the ATOS automated reporting system. The ATOS automated reporting system was designed for inspectors to record surveillance data in a system-based model. Therefore, it was not envisioned that this database be used for other tracking means and did not initially include a field to record the Form 8430-13, *Request for Access to Aircraft*. However, the 8430-13 is the key control document for the en route program and some offices have been requiring inspectors to record en route activities in both the ATOS reporting system and PTRS. This "double reporting" of en route activities imposes a burden on CMT members and corrupts the data collected. The ATOS reporting system has now been modified to include a data field to record the form 8430-13 control number for en routes conducted by CMT members while accomplishing assigned EPI activities. All other en routes, not in support of an SAI or EPI, should be recorded in PTRS using existing policy and procedures.

Finally, Paragraph 6 of Order 8000.75 contains procedures for the authorization of en route inspections and states that; "authorization for an en route inspection must be given by the inspectors' supervisor. En route inspections shall be approved by assigned work program or on an individual basis." The requirement for prior authorization shall be complied with by the supervisors' approval of an inspector's CSP work plan for SAIs and EPIs.

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